

OFFICE OF HUMAN RESOURCES

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TO: Department Directors, Payroll Personnel, HR Staff

FROM: Angie Nalezny

DATE: August 21, 2003

RE: INS Procedures

The Office of Human Resources (HR) has recently reviewed the procedures for completing the INS Employment Eligibility Verification form (I-9).

The current practice of payroll employees or other designee in each department, completing the I-9 form when an employee begins employment with the City appears to be working well in most situations. However, when questionable documents are presented by an employee, or a payroll person is unfamiliar with various visa requirements, there has been a lack of support provided. To address this issue, HR staff members Lee Turchin (266-6517) and Jason Schmidt (266-6503) will be available to answer questions regarding I-9 completion. If payroll employees are not confident that a document presented is legitimate or does not know how to process an employee holding a work visa, they should contact either Lee or Jason. HR will then take responsibility for processing the I-9 form.

In the case of work visas that require the City to sponsor an employee, HR will make a determination whether doing so is in the best interests of the City. This determination will be made in consultation with the hiring manager, CAO and the Mayor's Office as appropriate.

As a reminder, payroll employees who are responsible for completing I-9's must view original documents when completing the I-9. Once completed, copies of the documents presented should be made and attached to the completed I-9 and sent on to HR with all other new hire paperwork. If departments choose to retain a copy of the I-9 or back up documents, they must be stored separately from the employees personnel file.

Attached is the revised INS Processing Procedure and I-9 form.